



PAYROLL SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To supervise and coordinate the City's payroll processing and related systems.

Supervision Received and Exercised:

Receives direction from the Controller or from other management staff.

Exercises direct supervision over technical accounting staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Initiate, coordinate, and review changes or updates to the payroll system, including preparation of requests, reviewing critical test data for new procedures, tax laws, benefits, and payroll deductions; create test scripts for system upgrades; recommend and develop solutions; direct staff on upgrade testing; interpret and document test results; and, compile and interpret related financial reports.
- Evaluate and implement payroll related portions of the proposed Memorandum of Understandings (MOUs) for the City of Tempe Union groups; produce related statistical information and correlating feedback regarding some of the administrative impacts of the MOUs, including system process analysis of the payroll system to determine payroll related effects of the agreements and the compliance with Federal and State laws; and, ongoing monitoring for compliance with the MOU contract.
- Process Citywide payroll and manual checks; review payroll runs, analyze error reports and make adjustments to resolve problems; audit leave time to ensure adherence to leave policies

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- Plan, assign and review work of technical level accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Organize and schedule payroll work to meet standards for accuracy and deadlines.
- Process tax levies, child support orders, and garnishments
- Review time sheets from City departments to ensure accuracy, completeness and authorization.
- Review and compare compensation and benefit information entered by the Human Resources Department against pay records to ensure accuracy.
- Provide assistance and review monthly payroll liability reconciliation.
- Supervise, train, plan, assign and review work of the payroll specialist.
- Calculate and ensure timely remittance of all applicable withholding liabilities for City employees including federal, FICA, and state taxes, retirement, garnishments, etc.
- Prepare quarterly and annual tax reports; reconcile annual reports for W-2 processing; review W-2's for accuracy and adherence to federal and state guidelines.
- Ensure regulatory compliance of payroll system to all applicable governmental agencies' guidelines, policies, and procedures.
- Research and remain current on federal and state payroll tax law changes, retirement, benefits and other applicable laws and regulations affecting payroll administration; recommend policy and/or procedures changes.
- Process and reconcile biweekly payroll journal entry and prepare other journal entries as needed.
- Perform research and prepare payroll-related reports for internal divisions and external agencies.
- Maintain existing payroll system; update and/or add earnings codes, deduction codes, cost centers etc.
- Evaluate, test, and implement new payroll accounting systems

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- Review and update internal payroll procedures manual and provide technical assistance to accounting and other department staff
- Respond to and resolve complex and sensitive issues pertaining to payroll. Perform and/or assist with special assignments as requested.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible experience performing the payroll functions. Supervisory experience is highly desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or closely related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1855

FLSA: Exempt